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**From:** Winters, Scott [Winters.Scott@epa.gov]  
**Sent:** 7/12/2012 10:29:34 PM  
**To:** Wharton, Steve [Wharton.Steve@epa.gov]  
**CC:** Christensen, Stanley [Christensen.Stanley@epa.gov]  
**Subject:** Time Sheet Summary for the Weeks of 7/2 - 7/5 and 7/9 - 7/12, 2012

Steve/Stan:

Below is my summary of work that I performed for the last two weeks. I have also completed my time sheet and it is now ready for your approval.

Let me know if you have any questions.

**Week 1 - July 2 thru July 5, 2012**

Mon - External Hard Drive/data recovery discussion (with Steve W.). Also discussion concerning Libby Milestone Meeting  
Brief discussion with Charlotte regarding her work - need to document what she does in prep for her possible retirement.  
Provided Technical assistance to Mario regarding document review  
Assisted Rebecca with MS Word insert issues.  
Took 1 hour of sick leave - Dr. Appointment.

Tue - Finished document review for Mario on his Draft SOW.  
Short discussion with Rebecca regarding the Libby Milestone Meeting  
Researched options for recovery of Liz's data off of the external hard drive. Contacted Seagate, after internal discussions with Anthony Woody and John Weiber. Determined that Seagate can do the work but it will cost approximately between \$600 - 2800. Provided information concerning costs and time frames to Steve W.  
Provided support to Kerri Fiedler regarding Record Center document imaging questions.  
Met with Dave Christensen and Dania regarding use of the Compass Data Warehouse information and updating of Libby Contractor Cost sheet.

Wed - Federal Holiday - 4th of July

Thur - Spent time working on SEMS documents that Kerri and Erna need sent to the Records Center.  
Provided extensive research support to Kerri concerning the Whitewood Creek (SD) TI Waiver

**Week 2 - July 9 thru July 12, 2012**

Mon- Continued working on the Whitewood Creek TI Waiver for Kerri  
Per request from Rebecca - located, copied and delivered BNSF reports to Dr. Berry for the Libby OU6  
Began preparation for the Post Construction Meeting (tomorrow) data extract from the Task Manager application.

Tue-meeting. Set up and sent out Libby Milestone Meeting invitation - including reservation of room for the 2 hour  
Attended Post Construction Meeting.  
Per request from Paula I started doing research of ownership/address verification for her VB I-70 site.

Wed- Continued work on Paula's VB I-70 request. Majority of day spent on this effort.  
Provided administrative support to Kerri - regarding her SKEO report.  
Provided assistance to Charlotte regarding a computer/program issue.  
Sent PC/Laptop replacement spreadsheet information to Steve W.

Thur- Majority of the day spent working on Paula's VB I-70 request. Had to contact CCOD and John Works for assistance on several addresses/properties.

Provided limited administrative support to Rebecca regarding two documents that she needed delivered to the Records Center.

Had a short discussion with Dania concerning my work on the Compass Data Warehouse spreadsheet. Informed her that I may not meet our initial deadline of July 16th. Dependant on my ability to accurately match individual contractor costs up with what she and Stan Spencer had already developed.

*Scott Winters*

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